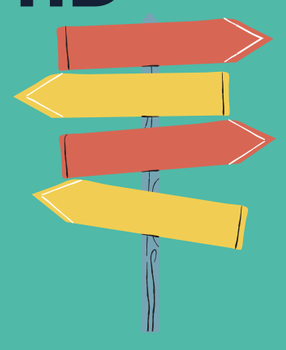
GUIDELINES *for your* TRANSFER

The transfer is a key milestone in your MPhil/PhD journey



The transfer is, in effect, an assessment point. Transfer applications must be considered at the 12-month Annual Progress Monitoring point for full-time students or at the 24-month Annual Progress Monitoring point for part-time students

There are three possible outcomes for your transfer:

1. You can transfer to PhD.
2. You remain at MPhil.
3. You are not ready for transfer at this point, but you are invited to submit for a transfer again on completion of some work/action points that the panel provide to you. If the outcome is to undertake another transfer, then the panel will normally be the same to ensure consistency.

What to Expect

Undertake transfer preparation alongside your supervisory team. Your transfer panel will usually be two members of Wrexham University staff who are accredited PGR supervisors. One assessor shall normally be the Associate Dean for Research, or nominee, who shall act as Chair of the panel.

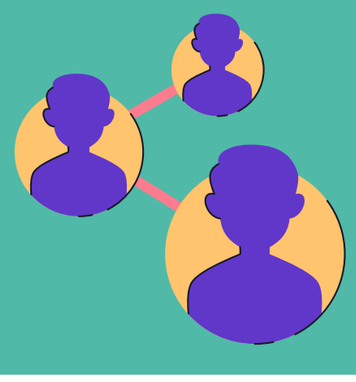
- Remember your transfer panel will usually not know anything about you or your research project.

- The documentation that you share with the panel ahead of your transfer (a written report 3,000 - 6,000 words in length + the RDC4 Transfer Form) will be the first opportunity your panel have to form a view of the quality of your work and the progress you have made.

Before your Transfer

Provide all the information that you need to demonstrate to the panel that you are at a point in your studies where you can be transferred to a PhD.

- Demonstration of an original contribution to knowledge is key criteria for a successful PhD, tell the panel what yours is / will be.
- If you can, provide a chapter structure against which you record how many words are completed and/or a timeline for when work will be completed.
- Include any draft chapters to show the quality of your writing.
- Prepare a 10 minute presentation for the panel.



Prifysgol Wrecsam
Wrexham University

GUIDELINES *for your* TRANSFER

Preparation Tips



Make it easy for the panel, 'show off' your expereience:

- Do you have publications? Have you presented at a conference?
- Have you received an award? Have completed the Confident Researcher Certificate?
- Have you been proactive in your contribution to the Researcher Development training?

Tell the panel in your documentation.

Remember to keep a copy of everything you have submitted to your panel so you can go through this before your transfer meeting.

Also, you can have one of your supervisory team sitting in on your transfer meeting, with the agreement of the Panel Chair. This is your decision. They can't say anything, but you may find it useful to reflect with them after the meeting. You will need to ensure that you tell the member of the supervisory team that you would like them to attend when the meeting is being arranged.

During the Transfer Meeting

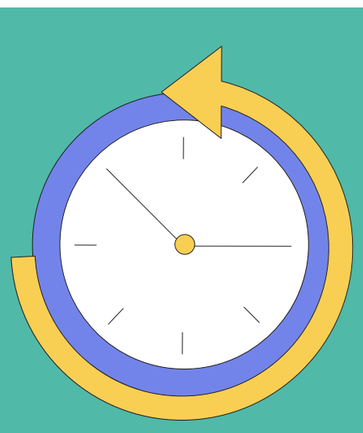
- You can ask the panel to clarify any questions as needed.
- You can check with the panel that you have answered the question.
- You can ask to take a break.
- You can take notes in with you.
- You can write things down during the upgrade.



Remember: if you need any reasonable adjustments for your transfer meeting remember it is your responsibility to ensure that the panel are made aware. You can do this through your supervisory team or by notifying student administration. You can also request a meeting with a member of the panel to discuss any adjustments you might need. Do remember that it is 'your' transfer and all about 'your' research. So, you will be the expert in the room.

GUIDELINES *for your* TRANSFER

Things to Keep in Mind



If you are presenting, keep it to 10 minutes. The panel may ask you to end your presentation if it goes on for too long. Be prepared to answer questions on your presentation.

The panel are looking for **three** main things:

1. What is your original contribution to knowledge?
2. Are you writing at the correct level?
3. Is your timeframe to completion realistic?

The panel will ask you questions about your research and your plans, you are the expert in this area. You can take your submission in with you and, if you find it helpful, refer to it during the meeting.

Questions

If you do not understand a question a member of the panel has asked you, then don't worry, you can ask them to repeat the question, and/or rephrase it for you.

You can write down the questions if you find that helpful.

If you're not sure that you have answered the question, ask the panel 'Does that answer your question?'



After the Transfer Meeting

The panel may tell you on the day what their recommendation will be, or they may not. Don't read anything into that. Usually, the panel will wish to confer after you have left the room (with your supervisor). The panel will produce a written report with the outcome which is shared with you and your supervisory team, normally within 10 working days.

The principal supervisor is responsible for sending the completed RDC4 form, supporting documents and the panel outcome to the postgraduate administration team.

If you have concerns about the way in which your transfer panel was undertaken, then the student complaint procedures apply. The outcome is considered to be an academic judgment so you cannot appeal the outcome, but you can appeal the process.

Support can be sought from your supervisors, the Research Office, and from:

- **University Counselling and Mental Health team via the student portal:** https://students.wrexham.ac.uk/home-2/counselling/
- **Student and Campus Life support services (ASK):** https://students.wrexham.ac.uk/home-2/ask/
- **Chaplaincy:** https://students.wrexham.ac.uk/home-2/chaplaincy/